

JOB APPLICATION

Given below is the sample of a job application.

8th April 2020

Ritu Singh

House No. 171 A Block

Bawana

Delhi 110039

ritusingh97@gmail.com

Reema Singh

Finance Manager

HDFC Bank

H T Parekh Marg, 165-166, Backbay Reclamation, Churchgate

Mumbai - 400 020

Dear Ms Reema,

Subject-Application for the job of Accounts Officer

I would like to apply for the position of accounts officer in your company. I came across the job opening on your company's jobs portal. HDFC bank is one of the most reputed and successful banks in India and it would be a privilege for me to be able to work for you.

I am a B Com programme final year student of Aditi Mahavidyalaya, University of Delhi (mention the relevant subjects of your course). I am also pursuing a course in (mention a relevant accounts and taxation course). I have done a six month internship with Max life Insurance, where I was working with the accounts and finance department. I am sure this experience will help me in my job with your bank.

I have attached my resume with all the details of my educational background and additional skills along with my application. I am available for interview at any date and time convenient to you. I look forward to hearing from you. Thank you for your time.

Yours faithfully,

Ritu Singh

Encl.: Resume

1. Write a job application for the post of public relations officer at Reliance industries. You came across the job opening in The Times of India.